DegreeWorks

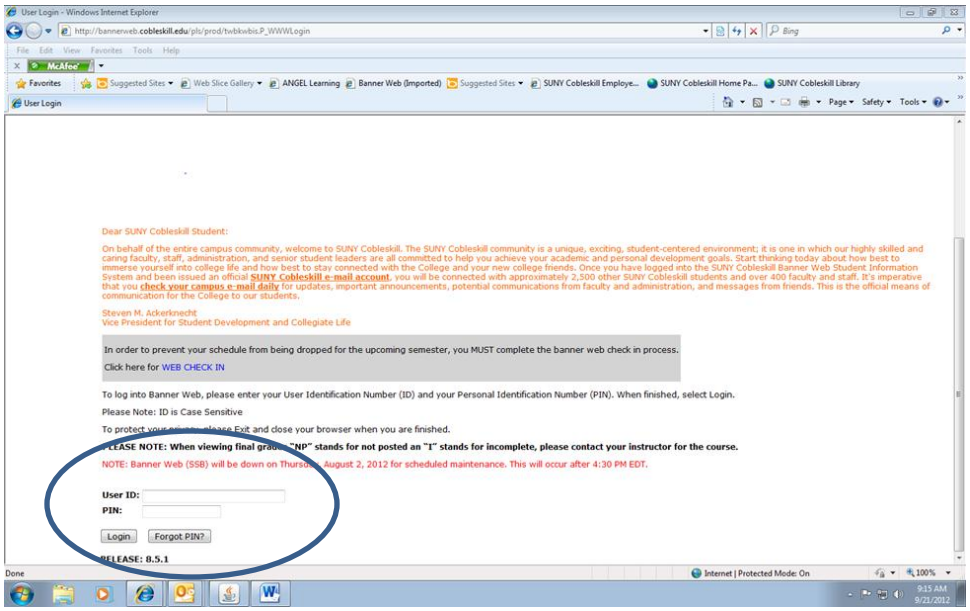
Student User Manual

DegreeWorks is a web-based degree audit program designed to assist the student in the student's academic progress toward degree completion.

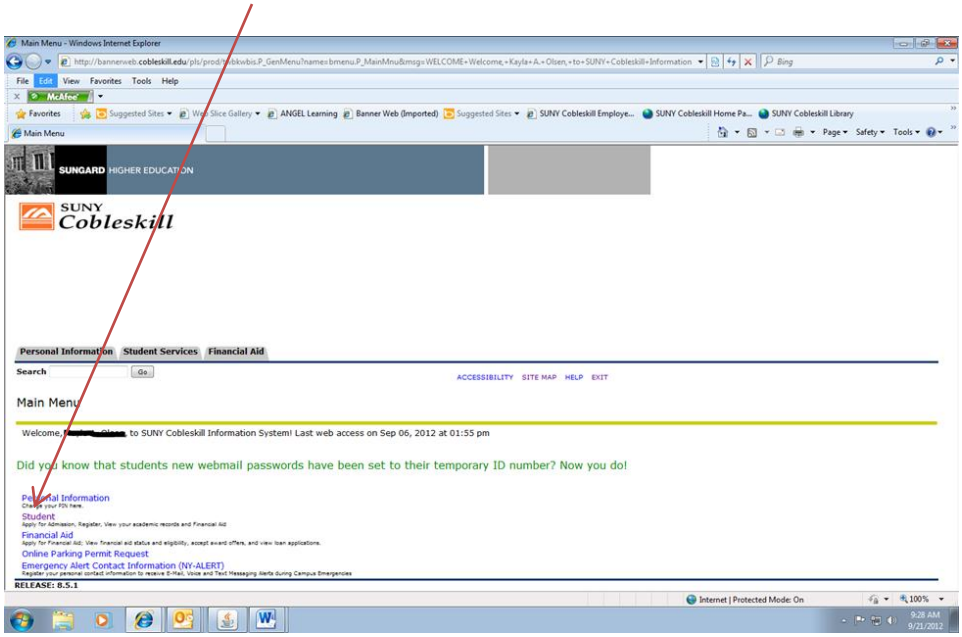
9/1/2012

Logging On

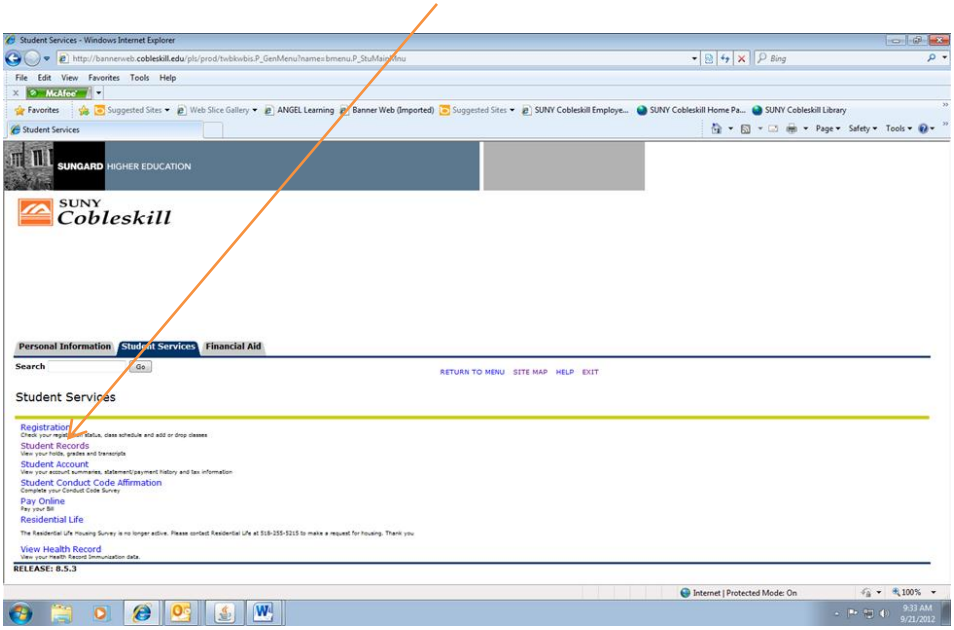
In order to gain access to DegreeWorks, you must log into BannerWeb by entering in your User ID # and PIN #.


User Login - Windows Internet Explorer
Dear SUNY Cobleskill Student:
On behalf of the entire campus community, welcome to SUNY Cobleskill. The SUNY Cobleskill community is a unique, exciting, student-centered environment; it is one in which our highly skilled and caring faculty, staff, administration, and senior student leaders are all committed to help you achieve your academic and personal development goals. Start thinking today about how best to immerse yourself into college life and how best to stay connected with the College and your new college friends. Once you have logged into the SUNY Cobleskill Banner Web Student Information System and been issued an official SUNY Cobleskill e-mail account, you will be connected with approximately 2,500 other SUNY Cobleskill students and over 400 faculty and staff. It's imperative that you check your campus e-mail daily for updates, important announcements, potential communications from faculty and administration, and messages from friends. This is the official means of communication for the College to our students.
Steven M. Ackerknecht
Vice President for Student Development and Collegiate Life
In order to prevent your schedule from being dropped for the upcoming semester, you MUST complete the banner web check in process.
Click here for WEB CHECK IN
To log into Banner Web, please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.
Please Note: ID is Case Sensitive
To protect your privacy, please Exit and close your browser when you are finished.
PLEASE NOTE: When viewing final grades, "NP" stands for not posted an "I" stands for incomplete, please contact your instructor for the course.
NOTE: Banner Web (SSB) will be down on Thursday, August 2, 2012 for scheduled maintenance. This will occur after 4:30 PM EDT.
User ID:
PIN:
Login
Forgot PIN?
RELEASE: 8.5.1

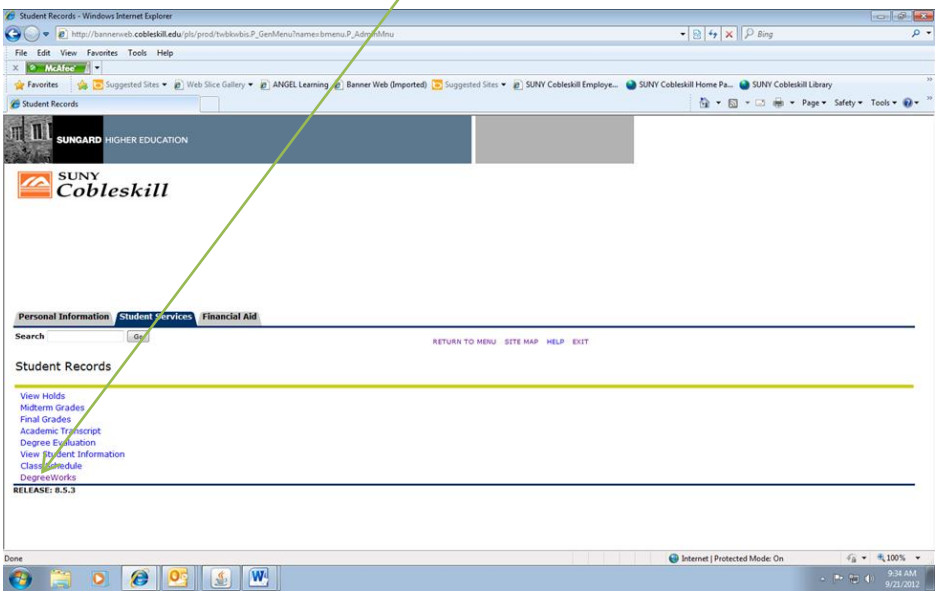
On the Main Menu, click on Student.


Main Menu - Windows Internet Explorer
SUNGARD HIGHER EDUCATION
SUNY Cobleskill
Personal Information
Student Services
Financial Aid
Search
Go
ACCESSIBILITY SITE MAP HELP EXIT
Main Menu
Welcome [redacted] to SUNY Cobleskill Information System! Last web access on Sep 06, 2012 at 01:55 pm
Did you know that students new webmail passwords have been set to their temporary ID number? Now you do!
Personal Information
Student
Financial Aid
Online Parking Permit Request
Emergency Alert Contact Information (NY-ALERT)
RELEASE: 8.5.1

On the Student Services Menu, click on Student Records.



On the Student Records Menu, click on DegreeWorks.



You will automatically be taken to the DegreeWorks degree audit page.

Tabs Overview

Student Context Area

• Student ID

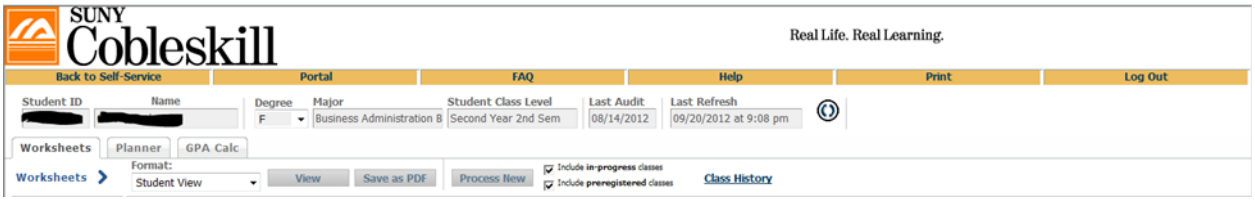
• Name

• Degree: if the student has multiple degrees, this is a dropdown list of all degrees for that student.

• Major

• Class Level for the chosen degree

• Last Audit: the date an audit was last processed for the chosen degree

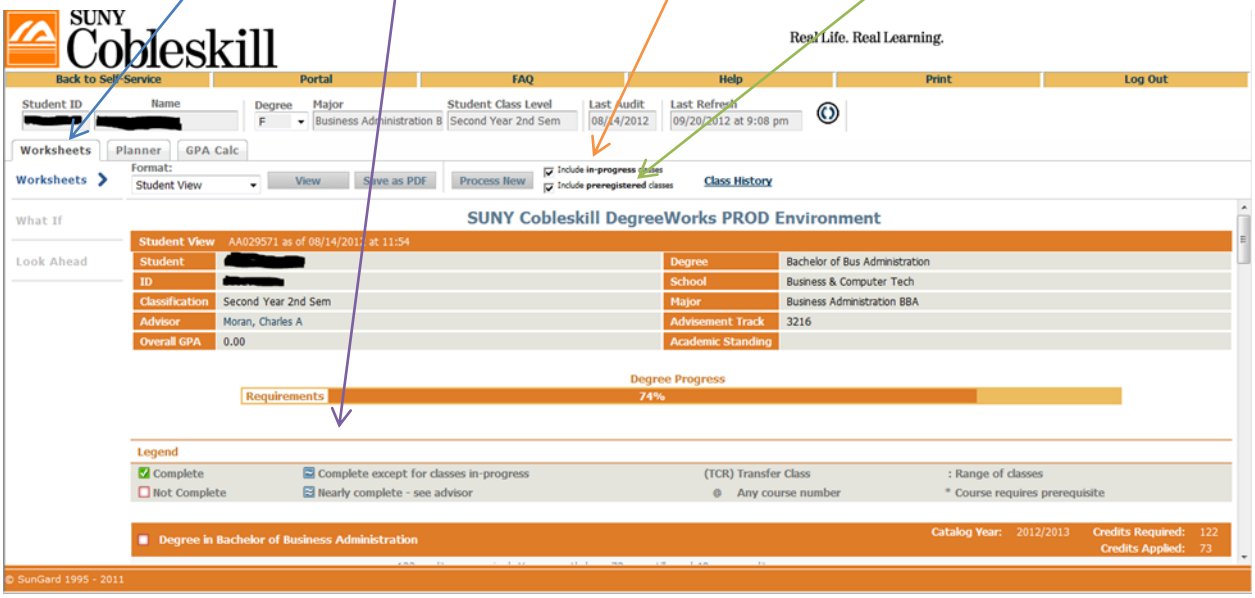


Process Degree Audit

Degree audits are processed using the **Worksheets** tab.

Here is the Legend that appears at the top of every audit.

The student context information will be displayed in the fields at the top of the window. To process a new audit, select the Process New button. The **Include in-progress classes** or **Include pre-registered classes** check boxes are checked by default. If you do not want to include in-progress classes or pre-registered classes, be sure to uncheck the appropriate box. Be sure to select the appropriate audit report format prior to clicking the Process New button.



The nightly batch process checks for data changes and runs a new audit if you have any changed data. The audit you see when loaded will reflect your most recent academic data. However, you may wish to click Process New to run a new audit at any time to reflect changes to requirements or to configuration settings. We recommend you **always** Process New.

Worksheet Reports

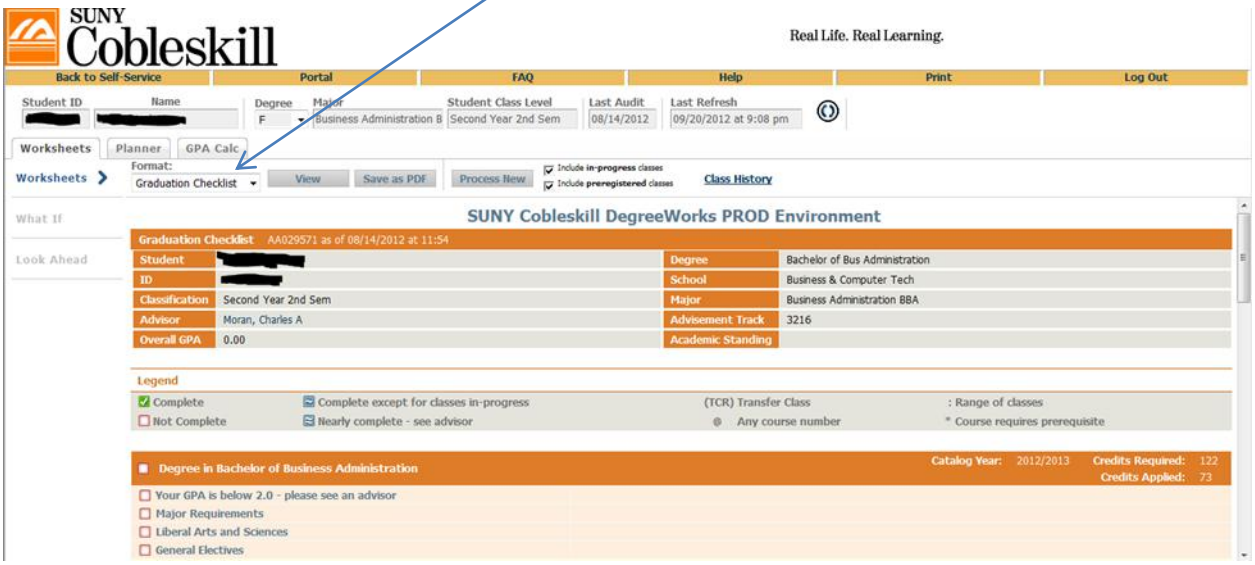
DegreeWorks offers a number of different types of audit reports. Each audit report displays specific information about you and your progress towards degree completion. In the Audit Format drop-down list box, there are three audit reports available – Student View, Graduation Checklist, and Registration Checklist.

Student View

An example of a Student View Worksheet is shown on previous page.

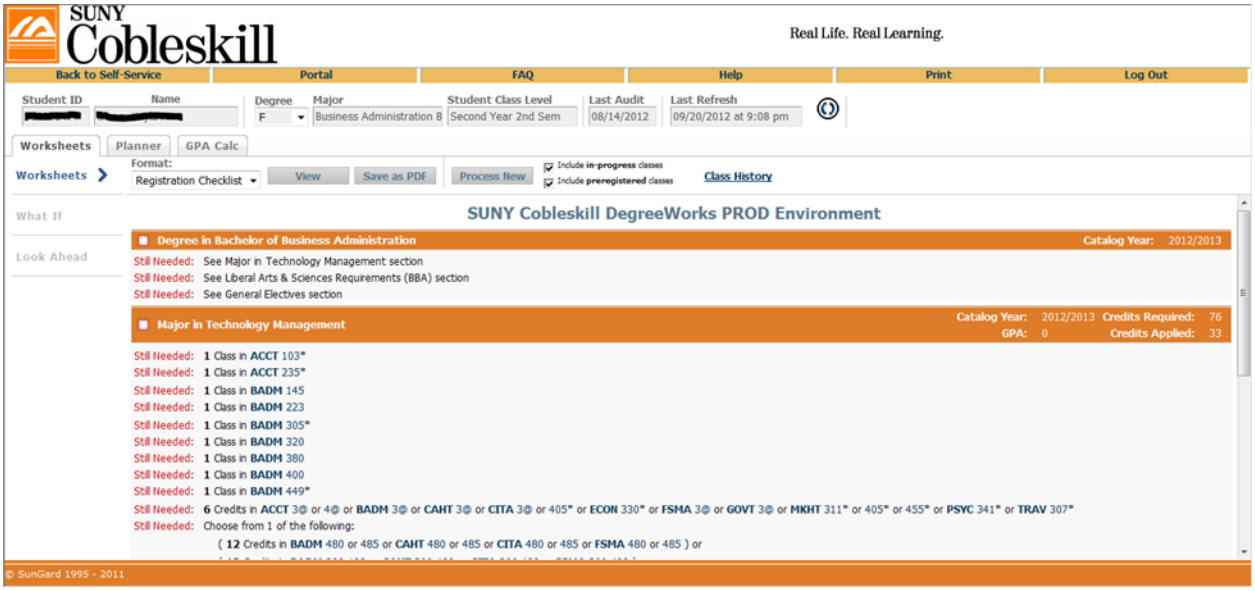
Graduation Checklist

Here is an example of a Graduation Checklist Worksheet.



Registration Checklist

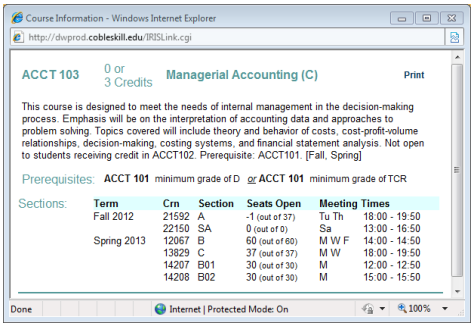
Here is an example of a Registration Checklist Worksheet.


SUNY Cobleskill
Real Life. Real Learning.
Back to Self-Service
Portal
FAQ
Help
Print
Log Out
Student ID
Name
Degree
Major
Student Class Level
Last Audit
Last Refresh
F
Business Administration B
Second Year 2nd Sem
08/14/2012
09/20/2012 at 9:08 pm
Worksheets
Planner
GPA Calc
Worksheets
Format:
Registration Checklist
View
Save as PDF
Process New
Include in-progress classes
Include preregistered classes
Class History
What If
Look Ahead
SUNY Cobleskill DegreeWorks PROD Environment
Degree in Bachelor of Business Administration
Catalog Year: 2012/2013
Still Needed: See Major in Technology Management section
Still Needed: See Liberal Arts & Sciences Requirements (BBA) section
Still Needed: See General Electives section
Major in Technology Management
Catalog Year: 2012/2013
Credits Required: 76
GPA: 0
Credits Applied: 33
Still Needed: 1 Class in ACCT 103*
Still Needed: 1 Class in ACCT 235*
Still Needed: 1 Class in BADM 145
Still Needed: 1 Class in BADM 223
Still Needed: 1 Class in BADM 305*
Still Needed: 1 Class in BADM 320
Still Needed: 1 Class in BADM 380
Still Needed: 1 Class in BADM 400
Still Needed: 1 Class in BADM 449*
Still Needed: 6 Credits in ACCT 3@ or 4@ or BADM 3@ or CAHT 3@ or CITA 3@ or 405* or ECON 330* or FSMA 3@ or GOVT 3@ or MKHT 311* or 405* or 455* or PSYC 341* or TRAV 307*
Still Needed: Choose from 1 of the following:
(12 Credits in BADM 480 or 485 or CAHT 480 or 485 or CITA 480 or 485 or FSMA 480 or 485) or
© SunGard 1995 - 2011

CourseLink

DegreeWorks has the capability of allowing users to click on courses listed in the advice section to see a description of the course. The description may contain a listing of course content, prerequisites, instructors, course name changes, dual-listings, etc. To bring up information about courses listed as Still Needed, click on one of the courses listed.

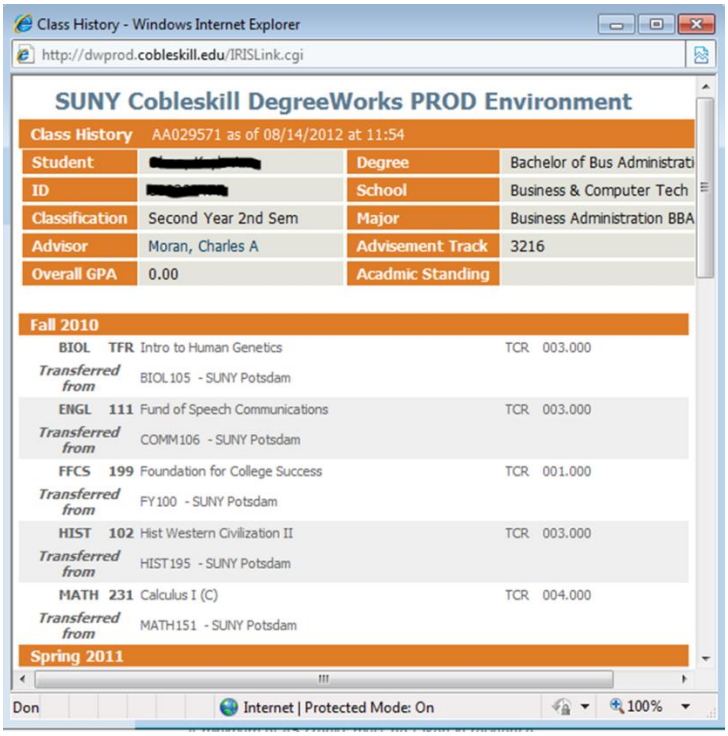
A text window will open up displaying information about the course selected. In this case, ACCT 103:


Course Information - Windows Internet Explorer
http://dwprod.cobleskill.edu/IRISLink.cgi
ACCT 103
0 or 3 Credits
Managerial Accounting (C)
Print
This course is designed to meet the needs of internal management in the decision-making process. Emphasis will be on the interpretation of accounting data and approaches to problem solving. Topics covered will include theory and behavior of costs, cost-profit-volume relationships, decision-making, costing systems, and financial statement analysis. Not open to students receiving credit in ACCT102. Prerequisite: ACCT101. [Fall, Spring]
Prerequisites: ACCT 101 minimum grade of D or ACCT 101 minimum grade of TCR
Sections:
Term Crn Section Seats Open Meeting Times
Fall 2012 21592 A -1 (out of 37) Tu Th 18:00 - 19:50
22150 SA 0 (out of 0) Sa 13:00 - 16:50
Spring 2013 12067 B 60 (out of 60) M W F 14:00 - 14:50
13829 C 37 (out of 37) M W 18:00 - 19:50
14207 B01 30 (out of 30) M 12:00 - 12:50
14208 B02 30 (out of 30) M 15:00 - 15:50
Done
Internet | Protected Mode: On
100%

If the course key selected is non-specific (i.e. the course key contains a course range or wild card) or if the course has no listing in the course catalog, you will be taken to the top of the list returned. You can scroll through the list of courses using the scroll bars.

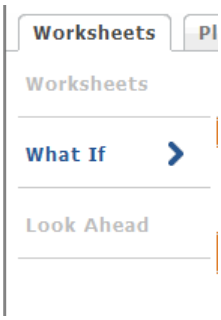
Class History Link

This link is found on the upper right of each Worksheet screen, and will display classes in the following format:

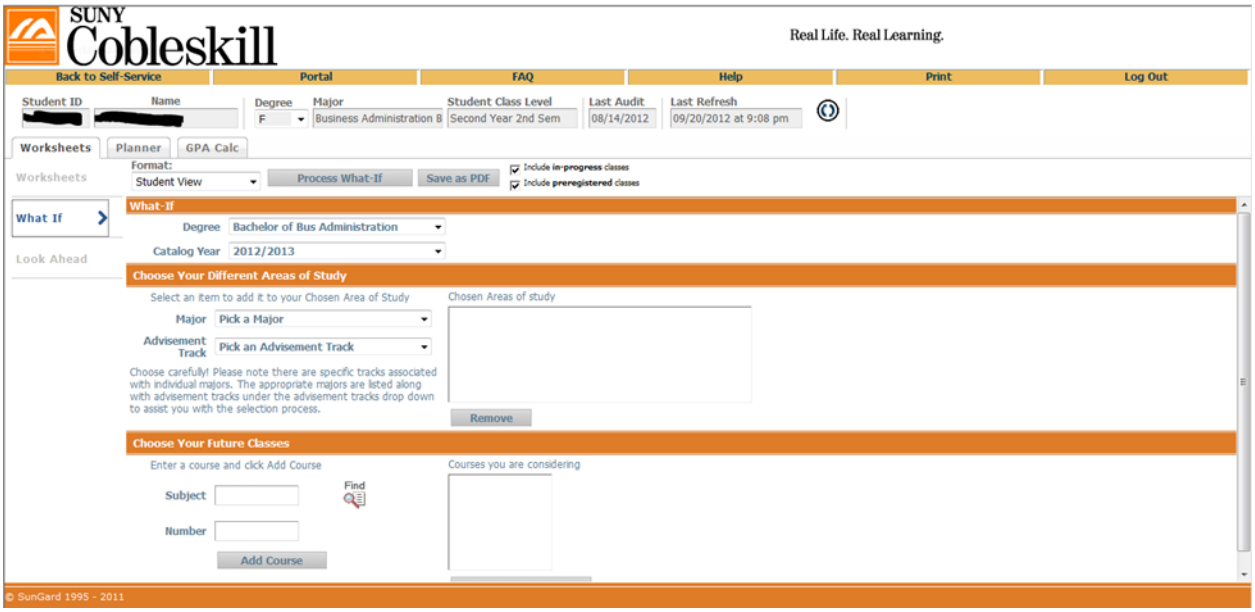

Class History - Windows Internet Explorer
http://dwprod.cobleskill.edu/IRISLink.cgi
SUNY Cobleskill DegreeWorks PROD Environment
Class History AA029571 as of 08/14/2012 at 11:54
Student [redacted]
ID [redacted]
Classification Second Year 2nd Sem
Advisor Moran, Charles A
Overall GPA 0.00
Degree Bachelor of Bus Administrati
School Business & Computer Tech
Major Business Administration BBA
Advisement Track 3216
Acadmic Standing
Fall 2010
BIOL TFR Intro to Human Genetics TCR 003.000
Transferred from BIOL 105 - SUNY Potsdam
ENGL 111 Fund of Speech Communications TCR 003.000
Transferred from COMM106 - SUNY Potsdam
FFCS 199 Foundation for College Success TCR 001.000
Transferred from FY100 - SUNY Potsdam
HIST 102 Hist Western Civilization II TCR 003.000
Transferred from HIST195 - SUNY Potsdam
MATH 231 Calculus I (C) TCR 004.000
Transferred from MATH151 - SUNY Potsdam
Spring 2011
Internet | Protected Mode: On
100%

Process What-If Audits

What-If audits allow you to process speculative degree audits using your current class history. To access the What-If screen, click the What-If tab located on the Introduction page.



You can audit against the requirements for a different major, minor, degree, catalog year or any other selectable item on the What-If Audit screen. To generate a What-If degree audit, select the requirements you wish to audit against. The selected items will be moved to the window on the right.



To deselect an item from the window, highlight the item then click the Remove button located below the window.

When generating the requirement criteria for a What-If audit, it is important to make sure that only valid combinations are entered in the requirement selection criteria drop-down list boxes.

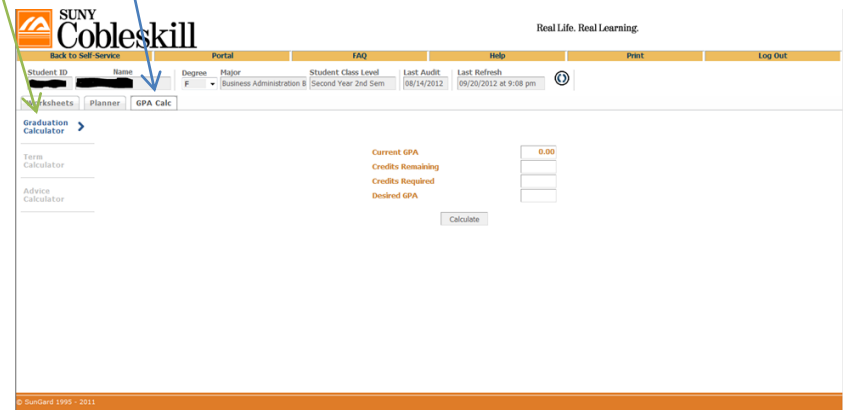
GPA Calculations

Graduation Calculator inputs

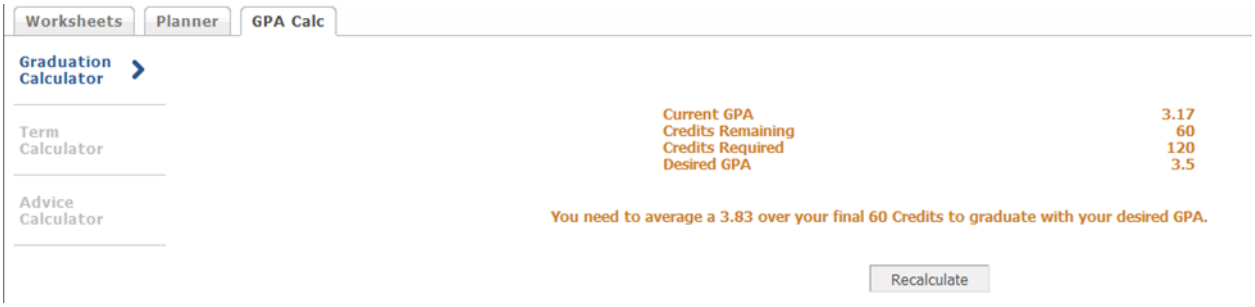
- Current GPA
- Credits Remaining
- Credits Required
- Desired GPA

This calculator takes the most "unknown" inputs. Many students may not know how many credits are required for their degree, nor the number of credits remaining. Its purpose, however, is to give the student a general view of what average GPA they will need to achieve over their final "X" credits in order to achieve their desired GPA. In some cases, this calculator will be useful to inform the student that their desired GPA is not possible to achieve (considering their number of credits remaining). In short, this calculator helps students to set long-term general goals.

Enter data into the vacant fields as below and press Calculate.



The following shows you what average you will need to attain your desired results.

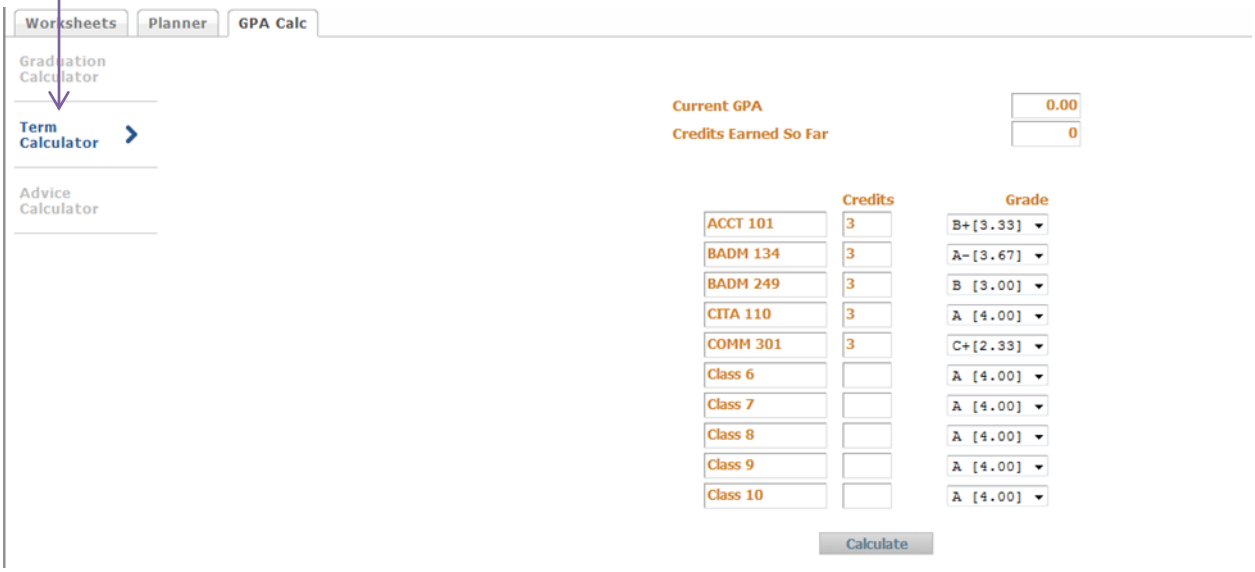


If you wish to alter some of the entries, click Recalculate and the calculate screen will appear for you to make other entries. When you click Calculate, the revised information will appear.

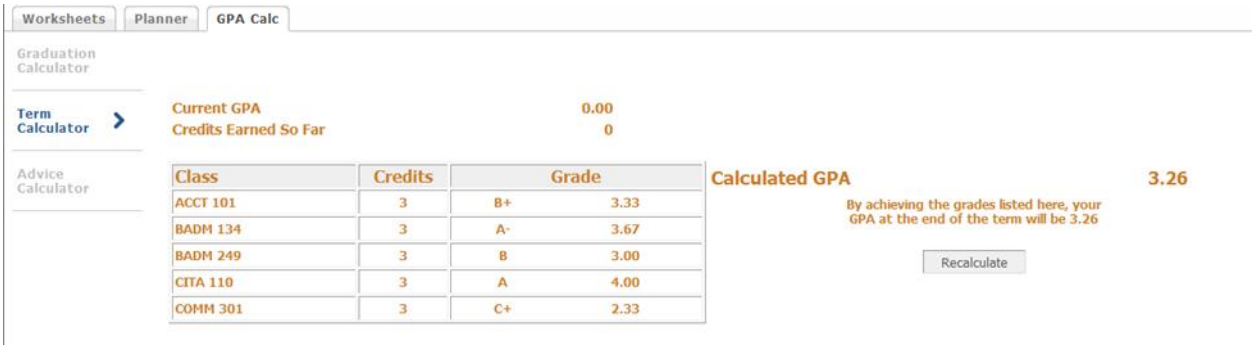
Term Calculator inputs

- Current GPA
- Credits Earned
- Class information
- In-progress classes

The Term Calculator can be used to get your estimated term GPA by entering the grades you hope to achieve or think you will receive. Enter data into the vacant fields as below and press Calculate. Note that the student's current classes and credits have been preloaded into the form.



When done entering class information with expected credits and grades, click calculate. The following screen will produce the new calculated GPA.

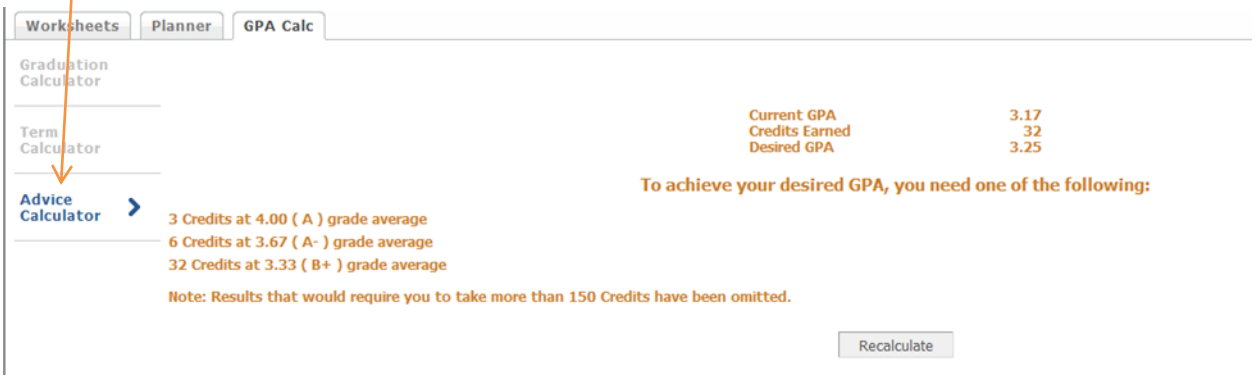


This is the most specific calculator. If you wish to change class or grade information, simply click Recalculate and the original screen will again be presented for you to make changes. When you click Calculate, the revised information will appear.

Advice Calculator inputs

- Current GPA
- Credits Earned
- Desired GPA

This calculator is perhaps the easiest to use. The student need only provide their desired GPA. It is used to figure out how a student can raise/lower their GPA using actual grades as advice. While it is fairly general, it is more specific than the graduation calculator.


Worksheets
Planner
GPA Calc
Graduation Calculator
Term Calculator
Advice Calculator
Current GPA 3.17
Credits Earned 32
Desired GPA 3.25
To achieve your desired GPA, you need one of the following:
3 Credits at 4.00 (A) grade average
6 Credits at 3.67 (A-) grade average
32 Credits at 3.33 (B+) grade average
Note: Results that would require you to take more than 150 Credits have been omitted.
Recalculate